



***OFFICE OF YOUTH DEVELOPMENT***

***REQUEST FOR PROPOSALS***

***AUGUST 2004***

## **COMMUNITY INTERVENTION PROGRAMS**

### **Community Intervention Program #1**

**Residential Services**

**18-21 Male Slots**

**10 Female Slots**

**Statewide**

**Begin Date: 01/01/05**

### **Community Intervention Program #2**

**Day Program Services/Enhanced Supervision/**

**Extended Services**

**40-46 Slots/Shreveport Region**

**Begin Date: 01/01/05**

**35-40 Lake Charles Region**

**Begin Date: 08/01/05**

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## INTRODUCTION

This Request for Proposal (RFP) package contains all the information and forms necessary to complete and submit one or more proposals for the services indicated herein. The RFP is organized to promote an orderly analysis of the requirements of the Office of Youth Development, and to provide a basis for developing proposals that should contain all the information necessary for the Office of Youth Development to conduct its evaluations of the proposals. The RFP contains several sections and attachments, and each should be read in its entirety, for it establishes the minimum requirements for the format and the contents of the proposals.

This RFP contains general information and requirements that are applicable to **all** program services indicated herein.

Any amendments to the RFP will be issued to all proposers receiving the RFP. This will be done sufficiently in advance of the proposal due date to allow all proposers to take all changes into account when preparing their proposals.

A proposers conference will be held at **10:00 a.m. on August 27, 2004, at 504 Mayflower Street, Building 2, Conference Room B, Baton Rouge, LA.**

Any questions concerning the RFP package will be addressed at this meeting. Written questions concerning this RFP package must be addressed to and received by Patricia Austin no later than **September 7, 2004 at 4:00 p.m.** at the following:

**FAX – (225) 342-6593**

**or**

**Office of Youth Development  
P. O. Box 94304, Capitol Station  
Baton Rouge, LA 70804-9304  
Attn: Procurement & Contractual Review Division**

**or**

**504 Mayflower, Bldg. 8, Room 222  
Baton Rouge, LA 70802**

**or**

**E Mail to: [shanson@corrections.state.la.us](mailto:shanson@corrections.state.la.us)**

### **PROPOSAL SUBMISSION**

One (1) original and three (3) copies of each proposal must be received by the OFFICE OF YOUTH DEVELOPMENT by, **4:00 p.m. close of business on October 11, 2004**, at the following address:

#### **MAILING ADDRESS**

**OFFICE OF YOUTH DEVELOPMENT  
ATTENTION: PATRICIA AUSTIN  
PROCUREMENT & CONTRACTUAL REVIEW DIVISION  
P.O. BOX 94304, CAPITOL STATION  
BATON ROUGE, LA 70804-9304**

or

#### **PHYSICAL ADDRESS**

**OFFICE OF YOUTH DEVELOPMENT  
ATTENTION: PATRICIA AUSTIN  
PROCUREMENT & CONTRACTUAL REVIEW DIVISION  
504 MAYFLOWER STREET, BUILDING 8, ROOM 222  
BATON ROUGE, LA 70802**

## **GENERAL INFORMATION**

The Office of Youth Development is soliciting proposals for services for Youth.

The purpose of the Request for Proposals process is to encourage private organizations to develop program models that will provide effective and cost efficient patterns of service. These services should be designed to assist Youths to remain in their homes or communities or to assist the Office of Youth Development to prevent the secure commitment or out-of-home placement of Youths.

The Office of Youth Development is strongly committed to the use of the competitive process for the development of contractual service options. The Office of Youth Development sincerely believes that this process will result in the award of contracts to the most qualified and capable organizations.

The prospective recipient of federal and state assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency.

Each proposal will be judged on its own merit. Proposers should assess the need for therapeutic services and staffing levels consistent with the characteristics of the population to be served. Proposers must be mindful of existing fire, health, and life safety concerns when preparing proposals.

The Office Of Youth Development will not provide start-up funds or cash advances to successful proposers; therefore, we wish to stress that the Office of Youth Development is seeking contractors who meet all necessary qualifications and are financially and otherwise capable of immediate response and compliance to the timetables for the beginning of services.

The organization must have the financial resources to operate for ninety (90) days as demonstrated by an audited financial statement prepared by a Certified Public Accountant or a letter of credit in favor of the Office of Youth Development equal to 25% of the first year's operating budget or the proposal will be rejected. Financial resources will be measured as follows:

**Current Assets - Current Liabilities = 25% of the annual operating cost of the program proposal submitted.**

This announcement does not commit the Office of Youth Development, to award contracts or to pay for any costs incurred in the preparation of proposals. The Office of Youth Development reserves the right to accept or cancel this announcement or any Community Intervention Program component at any time.

The contracts awarded shall be based on the proposals considered most advantageous to the Office of Youth Development as indicated by the evaluation criteria contained in this RFP. Oral presentations will be conducted with the two highest scored proposers for each work statement.

The award of a contract does not automatically commit the Office of Youth Development to any expenditures. In accordance with La. R.S. 39:1481 et al, contracts must be approved by the Division of Administration, Office of Contractual Review, before a legal commitment can be made to expend public funds for the contracts.

The Office of Youth Development may request additional information for the purpose of evaluating the proposal, and proposer must submit requested information within **five (5)** working days of the request or the proposal will be disqualified.

For the purpose of this Request for Proposal, the terms "proposer", "contractor" or "vendor" may be used interchangeably.

The Office of Youth Development, the Legislative Auditor, the Inspector General, and any duly authorized representative of those agencies shall have access to the books and records of offenders for the purpose of audit and examination of any records pertinent to the contract.

**The original proposal and the *Cost Proposal (Attachment 6)* shall be signed by the official authorized to bind the proposing organization. Such authority shall be evidenced by a *Board Resolution (Attachment 1)*.**

By submission of a proposal, the proposer certifies that in conjunction with this proposal:

- # The prices in the proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition as to any matter relating to such prices with any other proposer.
- # No attempt has been made or will be made by the proposer to induce any other proposer to submit or not submit a proposal for the purpose of restricting competition.
- # The contents of the proposal are the original creation of the offertory and have not been copied from other proposals. Any proposal that is determined to have been

duplicated from another proposal without the written permission from the author of the original proposal will immediately be disqualified.

The proposer must specify in the proposal, which service, if any, will be subcontracted. For the purposes of this solicitation, "subcontractor" shall be defined as an individual or firm who assumes some of the obligations of the primary contractor via a contract. The Office of Youth Development will have no direct contractual relationship with the individual or firm performing that portion of the program. All subcontracts shall be subject to the same clauses required by law and by the primary contract, and must be approved in writing by the Assistant Secretary of the Office of Youth Development, if a contract is awarded. Proposer must submit qualifications of any subcontractors.

Each proposal should be prepared in a straightforward manner and include a concise description of the proposer's ability to meet the requirements of the RFP.

Attached to the RFP are the following that will be binding if a contract results:

- # *Standard Operating Procedures for Youth Programs* (Revised Effective November 1, 2001) Available Upon Request - **Attachment 2**
- # *Insurance Requirements* - **Attachment 3**
- # *Cost Proposal Summary* - **Attachment 6**

A contract resulting from this RFP may be terminated by the Office of Youth Development:

- ☐ for failure to comply with provisions of the contract;
- ☐ for unavailability of funds; and
- ☐ for convenience.

Proposer must submit an audited financial statement (compilation report is not acceptable) prepared by a Certified Public Accountant for the **Accounting period 2002 or later** or an irrevocable letter of credit in favor of the Office of Youth Development for 90 days in an amount equal to 25% of the first year's operating budget.

**The proposer must be able to begin operations and accept Youths by the begin date specified on each Community Intervention Program or offer will be withdrawn. Failure to begin operations within this period of time may result in cancellation of the contract.**

**SPECIAL/MANDATORY REQUIREMENTS:**

The contractor shall abide by all relevant and applicable laws, OYD Policy and Standard Operating Procedures (Attachment 2) as they now exist or as they may be amended. If a contractor provides sufficient justification that an amended regulation or procedure results in



a substantial change in the contract, causes a substantial increase in the workload or results in significant monetary impact, there will be an opportunity to appeal to the Assistant Secretary as provided in the Standard Provisions Section of the contract. Copies of all applicable OYD Policy will be provided to the Contractor prior to beginning operation.

If American Correctional Association (ACA) accreditation for *Youth Community Residential Facilities* or *Youth Day Treatment Programs* (*Attachment 2*) have not already been obtained prior to the signing of the contract, the proposer agrees to enter into candidate status and earn such accreditation within twelve (12) months after signing of the contract. Failure to achieve accreditation may result in the cancellation of the contract. Upon achieving ACA accreditation, the contractor must continue to conform to the ACA Standards for the term of the contract. The ACA contact phone number is (301) 918-1800.

The proposer shall be required to obtain and maintain insurance coverage as outlined in Attachment 3 for the duration of the contract. Certificates of insurance indicating the appropriate coverage shall be required prior to full execution of the contract agreement.

The proposer must have an operating license from the Office of Social Services, Bureau of Licensing, prior to full execution of the contract agreement for halfway house and residential services.

## **SCHEDULE OF EVENTS**

**Request for Proposal Announced:**

**August 11, 2004**

**Proposers Conference:**

**August 27, 2004**

**10:00 a.m. Conference Room B  
504 Mayflower St., Baton Rouge, LA**

**Deadline to Receive Questions:**

**September 7, 2004**

All questions must be in writing and directed to:

Fax - (225) 342-6593

or

Patricia Austin, Director  
Procurement & Contractual Review  
P.O. Box 94305, Capitol Station  
Baton Rouge, LA 70804-9304

or

Patricia Austin, Director  
Procurement & Contractual Review  
504 Mayflower Street, Building 8, Rm 222  
Baton Rouge, LA 70802

Or

E-mail: [shanson@corrections.state.la.us](mailto:shanson@corrections.state.la.us)

**Proposals Due by the Close of Business, 4:00 p.m. on: October 11, 2004**

**Contracts Begin: As Indicated on Statement of Work**

The Office of Youth Development, reserves the right to deviate from this schedule.

## PROPOSAL CONTENT

The following format must be **strictly** adhered to in the preparation of proposals.

### **FAILURE TO PROVIDE REQUIRED INFORMATION AND/OR DOCUMENTATION MAY RESULT IN DISQUALIFICATION OF YOUR PROPOSAL.**

- 1 **One original and three copies** of the proposal must be submitted.
- 1 Proposal must be typed on letter-size bond paper.
- 1 Pages must be numbered consecutively throughout the proposal.
- 1 The original proposal must be clearly marked "**Original**".
- 1 Each copy of the proposal should be bound and/or fastened in a folder.
- 1 The narrative of the proposal should not exceed thirty (30) double-spaced typewritten pages.
- 1 The cover of the proposal must indicate the proposal is submitted in response to the Request for Proposal and indicate the specific Community Intervention Program being proposed.
- 1 The title page should state the name, title, address and telephone number of proposer and the name and number of the Community Intervention Program being proposed.
- 1 Each page of the proposal must include the name of the proposer and program proposed in the upper right hand corner. The proposal must be divided into four parts:
  - < Technical
  - < Qualifications of Proposer
  - < Proposed Site
  - < Cost - The completed and signed *Cost Proposal* (Attachment 6) must be included in the proposal after the title page. **Failure to submit a completed and signed Cost Proposal will result in automatic disqualification of the proposal.**

A table of contents page should indicate page locations for each of the principal sections of the proposal and additional detail as appropriate.

## **PROGRAM DESCRIPTION**

When preparing the program description, extreme care should be taken to accurately describe the program, services, staffing, treatment patterns, etc. The selected proposer will be held responsible for the continued provision of services as described in the proposal for the entire contract period.

The program description should be prepared in a narrative or outline format and must contain at a minimum the following information:

### **Title Page**

#### Identifying Information

- ! Name of organization
- ! Name of contact person for organization
- ! Telephone number for contact person
- ! Complete mailing address
- ! Municipal address for facility to be used for service
- ! Federal tax identification number
- ! Organization status (i.e.: non-profit, proprietorship)
- ! Brief history of organization

### **Technical Approach**

#### Action for Start-Up

- ! Provide an action plan matrix showing the steps required to achieve program operation including target dates.

#### Referral and Admission Policy

- ! Describe specific policies and procedures for intake including criteria for admission and referral to activities within the program.
- ! List all specific exclusions to admission.

#### Discharge Policy

- ! Explain pre-release and aftercare planning requirements.
- ! State policy on discharge prior to program completion.
- ! State re-admission policy.

### Services

- ! State services philosophy.
- ! List direct services provided.
- ! Describe the service delivery process, pre-admission through aftercare; list support services available and the sources of these services.
- ! Identify position(s) responsible for provision of each service.
- ! Note average frequency of provision of each service.
- ! List types of recreational and leisure activities.
- ! Describe educational, vocational or employment services, as applicable.
- ! Delineate plans for use of subcontracts, cooperative agreements, or community resources in service delivery, if applicable. Include the names of the agencies and letters of commitment from them.
- ! Describe the method of program evaluation to be used to determine the effectiveness of the program. Use benchmarks to identify anticipated benefits and results for the youth being served. Evaluation plans should include measurable outcomes, procedures for documenting program activities, proposed timetables, standards by which success will be measured, how often and by who evaluations will take place.

### Staffing

- ! Describe staffing patterns, including administrative and programmatic, and give rationale.
- ! Describe staff orientation and in-service training for proposed program.
- ! Provide information regarding the qualifications and experience of program and treatment staff; including copies of job descriptions and resumes/vitae of key personnel.

### **Qualifications of Proposer**

#### Organizational Structure

- ! Describe organizational structure to include parent companies and sub-units of organization.
- ! State purpose and goals of organization.
- ! Board of Directors
- ! Letter of Tax Exempt Status, if applicable
- ! Organizational Chart
- ! Resume or Position Description for Program Director
- ! Job Descriptions
- ! List of Agency References. **Demonstrate community partnerships or collaboratives.**

## Proposed Site

### Site

- ! Describe the site, include square footage and floor plan of proposed site.
- ! Provide copies of parish and state approvals obtained (i.e. zoning of property, fire marshal, health inspection).
- ! **Proof of ownership** of property to be used for program or **copy of lease** or **letter of commitment from the lessor** for leased property to be used for the program.

## Cost

### Cost Proposal

- ! Cost proposal **must** contain a completed *Budget Format* (Attachment 5) and the itemized statements required therein. Additional information requested by the Office of Youth Development for the purpose of determining the validity of the per diem quoted shall be provided within five (5) working days or the proposal will be rejected.
- ! Cost proposal **must** contain a per diem quote as indicated in the work statement.
- ! Cost proposals which indicates donated goods or services must include the following:
  - \$ source of donation including grants, donations from benefactors, or any other subsidies which would serve to offset the cost to the proposer;
  - \$ disclosure of the value of the in-kind donation of goods and services; and
  - \$ written statement from the donor guaranteeing that the services, funds, or goods donated will be for the entire term of the contract if it is awarded.
- ! Cost proposals for educational services (i.e.: day programs) should include any minimum foundation funds or additional services provided by school Regions (i.e.: transportation, meals, books, etc.).
- ! Include any additional information the proposer feels appropriate to substantiate the fee quoted.

### **Documentation Required With Proposal:**

- \$ Cost Proposal Summary, **Attachment 6 - MANDATORY**
- \$ Audited Financial Statement
- \$ Budget Format **Attachment 5**
- \$ List of Board of Directors
- \$ Job Descriptions
- \$ Organizational Chart
- \$ Resume or Position Description for Program Director
- \$ Board Resolution - **Attachment 1**

- \$ List of Agency References
- \$ Letter of Tax Exempt Status, if applicable
- \$ Description of Proposed Site, including floor plans, proof of ownership or lease, zoning approval, fire, health and safety reports.
- \$ Disclosure of Ownership - **Attachment 4**

## PROPOSAL EVALUATION CRITERIA

### Technical Approach - 35 Points

- ◆ The program design is described adequately and specifically addresses the population to be served.
- ◆ Proposal includes sufficient number of staff to deliver the proposed services.
- ◆ Qualifications of staff are adequately described and are appropriate for the task to be performed.
- ◆ Job descriptions for all staff are included. Job descriptions clearly outline the task to be performed by each worker.
- ◆ Lines of authority among staff members are clearly described.
- ◆ Overall staffing patterns are conducive to achievement of objectives.
- ◆ Proposal includes an internal performance monitoring and program evaluation system.
- ◆ Proposal addresses and also demonstrates a clear understanding of each of the program specifications and technical issues of the RFP.
- ◆ The program objectives are realistic, reasonable and obtainable.
- ◆ The proposal specifically addresses methodologies to accomplish the objectives set forth in the work statement.
- ◆ The program should be based on a recognized model that has been evaluated.
- ◆ The program is designed to accept youths with more difficult admission criteria.

### Qualifications of Proposer - 10 Points

- ◆ The organization has significant experience in the provision of the program services being offered.
- ◆ Key personnel are well qualified and have experience in performance of similar work.
- ◆ The proposer has sufficient financial strength to bear costs associated with program development and on-going program maintenance.
- ◆ The organization has access to essential support services (administrative, fiscal, staff development).
- ◆ The program should demonstrate how it will supplement existing programs in the community and contribute to the development of a local system of care.

### Proposed Site - 5 Points

- ◆ The proposal identifies the location of the physical facility and includes site and floor plans.
- ◆ The proposed site is appropriate and well-suited to the program being offered.
- ◆ Square footage is adequate to the program needs of the Youths served.
- ◆ The proposer will be able to start program within 90 days of notice of award.



#### Cost - 50 Points

- ◆ Information provided in the cost proposal supports the reasonableness of the per diem quoted. **Unreasonable per diems, (i.e. \$10 or \$300) will receive no points for cost.**
- ◆ **Program #1 will be awarded on a statewide basis, therefore, cost will be compared to other proposals received for this program only. Program #2 will be awarded by region, therefore cost will be compared to each region for scoring purposes.**
- ◆ Price per Youth per day will be graded by the following formula:

#### **Example:**

Lowest Annual Cost / Proposal Annual Cost  
to be Graded x Maximum Cost Points (50)  
equals Proposal Cost Points.  
Per Diem Quoted Proposal #1 - \$45.00  
Per Diem Quoted Proposal #2 - \$50.00

Annual Cost:  
#1 \$45.00 x 30 slots x 365 days = 492,750  
#2 \$50.00 x 30 slots x 365 days = 547,500

Proposal #1 receives 50 points for lowest cost.

Proposal #2 receives 45 points for cost as follows:  $\$492,750 / \$547,500 \times 50 \text{ points} = 45 \text{ points}$ .

**NOTE: THIS IS AN EXAMPLE OF THE CALCULATION OF SCORE ONLY AND NOT INTENDED TO INFLUENCE THE PROPOSERS OFFERS.**

#### Oral Presentation-20 Points

The two proposals with the highest score on Technical, Qualifications, Site and Cost will be invited to an oral presentation. The Office of Youth Development reserves the right to invite additional proposers to make oral presentations if it is in the best interest of the Office of Youth Development. The oral presentation will be scored on the following criteria.

- ◆ Proposal Content - 10 Points
  - Knowledge of proposal
  - Knowledge of services to be performed
- ◆ Experience - 10 Points
  - Proposer's experience
  - Staff's experience

## **COMMUNITY INTERVENTION PROGRAM # 1**

**RESIDENTIAL SERVICES  
MALE/FEMALE SLOTS  
18-21 MALE SLOTS  
10 FEMALE SLOTS  
STATEWIDE  
BEGIN DATE: 01/01/05**

### **PURPOSE:**

A residential treatment program is a structured behavioral treatment program which serves Youths who have been adjudicated delinquent or in need of services in a professionally staffed residential environment twenty-four (24) hours per day. Department of Social Services, Bureau of Licensing defines a residential facility operational capacity as four (4) or more youth.

The purpose of the Residential Program is to provide a comprehensive program of care and treatment to the Youth in a non-secure, setting.

Services will be individualized and based on a specific program plan developed for the Youth by the Contractor in conjunction with the local Office of Youth Development (OYD) Region Office. The overall goal of the services is to eliminate behavior that may lead to future involvement of the Youth with the Youth/criminal justice system.

The program shall be designed to accommodate at least 12-15 males in one facility, six (6) males and 10 females in another facility.

### **SPECIFIC GOALS, OBJECTIVES AND DELIVERABLES:**

Primary objectives of the group home/residential program are:

- to provide for the safety and well being of the Youths, program staff and community;
- to provide services aimed at eliminating dangerous behaviors and to promote social and emotional adjustment, enhance life skills and independent living skills; and
- to provide services, when appropriate, to the Youth's family or guardian to facilitate the successful reintegration of the Youth to the community to which she will be returning.

This program shall be designed to house a precise number of Youths 18-21 males and 10 females in the moderate program. The population shall be males/females primarily between the ages of 12 to 17 years, who were placed in custody of the Office of Youth Development. Referrals will be received from Office of Youth Development (OYD) Regions statewide.

Referral Criteria may be as follows:

1. Moderate behavioral/emotional problems.
2. Severe behavioral/emotional problems.
3. Runaway behavior.
4. Sexual Offenses.

5. Physical aggressiveness.
6. Low intellectual functioning.

The agency strongly desires programs that will accept youth with the more difficult admission criteria. Also, the proposal should detail how these different populations will be served at the facility.

The contractor, in conjunction with the OYD Region Office, must develop individual treatment plans for each male/female Youth. Progress toward attainment of desired results will be assessed at least quarterly so as to facilitate return of the Youth to his home or to a community, home-based service in a timely and efficient manner.

Residential treatment program must provide a broad range of services including, but not limited to:

- ❑ Assessment and individual program plan development;
- ❑ Individual and group counseling services in-house and through community resources; at least 1 hour per Youth per week of individual and 1 hour per week of group counseling.
- ❑ Family counseling services;
- ❑ On campus regular or alternative educational program for those Youths unable to attend a public education facility in the community;
- ❑ Recreational services;

The following services shall be afforded to each Youth, as appropriate, according to his needs established in the individual program plan:

- ❑ Restorative Justice Program
- ❑ Educational services (as required by state and federal statutes); additional points will be awarded to providers that have on ground school
- ❑ Independent living services;
- ❑ Substance abuse counseling/education; and
- ❑ Emotional/behavioral counseling;
- ❑ Sexual offender counseling
- ❑ Parenting skills training; and
- ❑ Moral/character development training.

**LOCATION AND PHYSICAL REQUIREMENTS:**

The physical location of the residential program home must be located within the State of Louisiana.

**STAFFING AND PROFESSIONAL SERVICE REQUIREMENTS:**

All individuals providing services to Youths under the supervision or in the custody of the Office of Youth Development must possess any and all requisite licenses and/or certifications required by statute or by the Department of Social Services licensing regulation and by the American Correctional Association certification standards, as applicable.

There shall be an adequate number of qualified awake program staff to meet the needs of the Youths and shall be available to the Youth 24 hours per day, seven days per week.

**FISCAL CONSIDERATION/PAYMENT:**

The contract will be for a three-year period with an option to renew for two years, subject to funding. The Office of Youth Development reserves the right to renegotiate the per diem if the option to renew is exercised. The renegotiation is at the option of the Office of Youth Development and the rate of the increase for each year of the renewal shall not exceed the average of the change in the Consumer Price Index during the initial three-year contract.

Payment for services will be on a per diem basis. The proposer shall quote a daily rate per Youth served. The proposed daily rate will be supported by a detailed twelve (12) month budget (*Attachment 6*) and a current audited financial statement for the most recent fiscal period (no longer than two years if a current audit is not yet available).

A personal needs allowance of \$0.65 per day per Youth will be added to the per diem of the awarded contract. This personal needs allowance is to be used by the Youth for items not routinely furnished by the facility or included in the per diem (i.e., audio cassette tapes, models, puzzles, etc.) and must not be commingled with operating funds. The funds must be accounted for in accordance with Standard Operating Procedures.

**EVALUATION OF PERFORMANCE:**

Proposers awarded contracts with the Office of Youth Development will be required to submit an annual written report, which shall be due within sixty (60) days after the end of each contract year. The annual report shall reflect the efficiency and effectiveness of services and the outcome of the services for Youths served during the program and one year thereafter. The performance areas to be addressed in the annual report shall include, but not be limited to the following:

1. Program participants' rate of re-contact with the Youth or criminal justice system.
2. Compliance to agency priority referral policies, as contained in the Standard Operating Procedures, and/or rejection rate of agency referrals.
3. Length of stay.
4. Average percentage of treatment plan objectives that are successfully completed at discharge.
5. Number of Youths transitioning back to the regular community schools.
6. Number of Youths who were referred to and have participated in higher education, vocational training and other community-based programs.
7. Cost efficiency.

Should the Office of Youth Development develop the capacity to collect this data electronically, the proposer may be required to participate in this process.

**SPECIAL/MANDATORY REQUIREMENTS:**

The contractor shall abide by all relevant and applicable laws, Standard Operating Procedures (as they now exist or as they may be amended). If a contractor provides sufficient justification that an amended regulation or procedure results in a substantial change in the contract, causes a substantial increase in the workload or results in significant monetary impact, there will be an opportunity to appeal to the Assistant Secretary as provided in the Standard Provisions Section of the contract. Copies of all applicable Standard Operating Procedures will be provided to the Contractor.

## **COMMUNITY INTERVENTION PROGRAM #2**

### **DAY PROGRAM SERVICES/ENHANCED SUPERVISION/EXTENDED SERVICES**

**40-46 SLOTS – SHREVEPORT REGION**

**BEGIN DATE: 01/01/05**

**35-40 SLOTS – LAKE CHARLES REGION**

**BEGIN DATE: 08/01/05**

#### **PURPOSE:**

This is a non-residential program designed to provide enhanced community supervision/support, educational remediation, rehabilitative services and behavior modification for Youths (male and female) referred by the Office of Youth Development (OYD). Youths referred will have been adjudicated delinquent or in need of services; may be at risk of removal from the home for placement in restrictive residential or secure institution; or Youths returning from more restrictive residential care or secure institution. This program shall provide structured and enhanced supervision in an environment that would allow the Youth to remain at home while ensuring public safety. Youths usually have experienced failure and may have been suspended and/or expelled in current educational settings due to truancy, academic or behavioral problems.

The program shall provide extended day services for up to seven days each week for every Youth for the first thirty (30) days after enrollment. Depending on the individual Youth's needs, the extended services may be continued beyond the first thirty days.

Structural components of the Day Treatment Program with Extended Services and Enhanced Supervision shall include:

- ☐ Educational/Vocational Services
- ☐ Treatment Services
- ☐ Supervision/Surveillance
- ☐ Aftercare

#### **SPECIFIC GOALS, OBJECTIVES AND DELIVERABLES:**

The day program will provide a minimum of six (6) hours of structured educational/vocational programming per day, Monday through Friday. Meal time and break/recess time shall not be included in the total daily structured educational/vocational program hours. Additionally, four (4) hours of Enhanced Supervision and Extended Services shall be provided to the Youths during the hours after the scheduled structured educational/vocational program each weekday, as well as six (6) hours during each weekend. Every Youth assigned to the program shall receive the appropriate Enhanced Supervision and Extended Services for the first thirty (30) days of enrollment. The services shall continue beyond the thirty (30) days for those Youths only who have been identified by the local Region office staff and/or the Day Program staff as needing the continued services.

Services to be provided within required structural components include, but are not limited to:

- X Classroom instruction;
- X Educational remediation;
- X GED preparation;

- X Vocational skills development;
- X Job search skills;
- X Individual, group and family counseling;
- X Tutoring;
- X Recreation;
- X Community resource referral;
- X Regular curfew checks;
- X Random drug screens;
- X Substance abuse prevention education;
- X Mentoring/role models;
- X Community service projects/restorative justice
- X Structured aftercare plan that includes follow up services;
- X Parenting skills training; and
- X Moral/character development training.

The program shall provide a backup, safe home, or temporary emergency shelter to be used for temporary respite or emergency purposes.

The day program shall pick up each Youth at home and transport him/her to the program site and return home at the completion of the program day. The day program shall have a contingency plan in place to handle problems related to the provision of transportation for the Youths. Travel time should not exceed one (1) hour for any Youth in arriving or departing the facility. The same supervision standards required at the program site shall be applicable for all off campus activities, including transportation of the Youths to and from the facility.

The Day Program shall provide breakfast and a noon meal, at least one of which shall be a hot meal. An evening meal shall be provided to Youths participating in the Extended Day Program. All menus for meals served must be approved by a physician, nutritionist, or a registered dietician.

The Day Program shall obtain alternative school status within the regular education system by the Board of Elementary and Secondary Education within nine (9) months of the effective date of the contract for the purpose of obtaining certified teachers, supplies and/or funding.

#### **LOCATION AND PHYSICAL REQUIREMENTS:**

Referrals will be made by the Lake Charles Regional Office and will include male and female Youths ages 12 through 17, from city of Lake Charles, and the communities of Sulphur, Vinton, DeQuincy, Kinder DeRidder, Oberlin, Elton, Jennings, Welsh and Iowa. The physical structure of the building shall have adequate square footage to meet the programmatic needs of the 35-40 Youths served in the program.

Referrals will be made by the Shreveport Region Office and will include male and female Youths ages 12 through 17, to include Shreveport, Bossier City, Rural Caddo, Rural Bossier, Webster Parishes and the cities of Homer and Arcadia. The physical structure of the building shall have adequate square footage to meet the programmatic needs of the 40-46 Youths served in the program. The physical location of the program site must be within a 40-50 mile radius of the Shreveport Office.

#### **STAFFING AND PROFESSIONAL SERVICE REQUIREMENTS:**

The number of staff qualified to provide all structural components shall be adequate to meet the needs of the Youths and shall be available to each program participant. Counseling shall also be available to the participant's immediate family (family/legal guardian) when applicable. Should a program choose to provide treatment services through a federally funded program, assurances must be provided that:

- ☐ equal services shall be provided to non-eligibles as well as eligibles;
- ☐ freedom of choice shall be afforded all participants;
- ☐ services shall be maintained for the entire life of the contract should federal entitlement or alternative funding be discontinued or disrupted.

Education and treatment staff must be qualified in accordance with Section 2.1 and 2.1.1 of the OYD Policy and Standard Operating Procedures for Youth Contract Programs.

**FISCAL CONSIDERATION/PAYMENT:**

The contract will be for a three-year period with an option to renew for two years, subject to funding. The Office of Youth Development reserves the right to renegotiate the per diem if the option to renew is exercised. The renegotiation is at the option of the Office of Youth Development and the rate of the increase for each year of the renewal shall not exceed the average of the change in the Consumer Price Index during the initial three-year contract.

Payment for services will be on a per diem basis. The proposer shall quote a daily rate per Youth served. The proposed daily rate will be supported by a detailed twelve (12) month budget (*Attachment 6*) and a current audited financial statement for the most recent fiscal period (no longer than two years if a current audit is not yet available).

**EVALUATION OF PERFORMANCE:**

Proposers awarded contracts with the Office of Youth Development will be required to submit an annual written report, which shall be due within sixty (60) days after the end of each contract year. The annual report shall reflect the efficiency and effectiveness of services and the outcome of the services for Youths served during the program and one year thereafter. The performance areas to be addressed in the annual report shall include, but not be limited to the following:

1. Program participants' rate of re-contact with the Youth or criminal justice system.
2. Compliance to agency priority referral policies, as contained in the Standard Operating Procedures, and/or rejection rate of agency referrals.
3. Length of stay.
4. Average percentage of treatment plan objectives that are successfully completed at discharge.
5. Number of Youths transitioning back to the regular community schools.
6. Number of Youths who were referred to and have participated in higher education, vocational training and other community-based programs.
7. Cost efficiency.

Should the Office of Youth Development develop the capacity to collect this data electronically, the proposer may be required to participate in this process.

**SPECIAL/MANDATORY REQUIREMENTS:**

The contractor shall abide by all relevant and applicable laws, OYD Policy, Standard Operating Procedures (as they now exist or as they may be amended). If a contractor provides sufficient justification that an amended regulation or procedure results in a substantial change in the contract, causes a substantial increase in the workload or results in significant monetary impact, there will be an opportunity to appeal to the Assistant Secretary as provided in the Standard Provisions Section of the contract. Copies of all applicable OYD Policy, Standard Operating Procedures will be provided to the Contractor.



**ATTACHMENT #1**  
**BOARD RESOLUTION**

State of Louisiana  
Parish of \_\_\_\_\_

On the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at a meeting of the Board of Directors of:

\_\_\_\_\_

with a quorum of the directors present, it was duly moved and seconded that the following resolution be adopted:

BE IT RESOLVED that the Board of Directors of the above corporation do hereby authorize \_\_\_\_\_ (name and title) and is/her successors in office to negotiate, on terms and conditions that he/she may deem advisable, a contract or contracts with the Louisiana Office of Youth Development and to execute said documents on behalf of the corporation, and further we do hereby give him/her the power and authority to do all things necessary to implement, maintain, amend or review said documents.

The above resolution was passed by a majority of those present and voting in accordance with the by-laws and articles of incorporation.

I certify that the above and foregoing constitutes a true and correct copy of a part of the minutes of a meeting of the Board of Directors of \_\_\_\_\_ held on the

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date

**ATTACHMENT 2**

**STANDARD OPERATING PROCEDURES**

**FOR**

**NON-SECURE YOUTH CONTRACT PROGRAMS**

Revised November 1, 2001

Available Upon Request  
Phone: 225-342-3991

## ATTACHMENT 3

### INSURANCE REQUIREMENTS FOR CONTRACTORS

Contractor shall continuously maintain and pay for such insurance as will protect the Contractor and the State of Louisiana as a named insured for all claims, including death and claims based on violation of civil rights, arising from the services performed under the contract; all claims arising from services performed under the contract by the Contractor; and actions by a third party against Contractor as a result of the contract.

Contractor's insurance coverage shall be at least as broad as:

1. General Liability Coverage: Contractor shall maintain Comprehensive General Liability (ISO Form GL 0002) and Broad Form Comprehensive General Liability (ISO Form GL 0404); or Commercial General Liability (ISO Form CG 0001) insurance for the entire term of the contract. This coverage shall be at least in the amount of \$1,000,000 combined single limit per occurrence and \$1,000,000 in aggregate.

The "occurrence form" indicated above is preferred, however the OYD agrees to accept Commercial General Liability Coverage (ISO Form CG 0002), "Claims Made" coverage when the Contractor agrees to purchase a Supplemental Extended Reporting Period endorsement, with no time limit, upon either: a) termination of the contract by either party or b) termination of the current insurance policy. Contractor further agrees that the Department will hold the monthly payment due if the policy is terminated or hold the final payment in the event the contract is cancelled until proof of coverage by a "tail" policy is received.

2. Automobile Liability Coverage: Automobile liability insurance coverage (ISO Form CA 0001) of at least \$1,000,000 combined single limit per occurrence shall be maintained. A coverage symbol 1 "any auto" or symbols 7 "scheduled autos", 8 "hired autos" and 9 "non-owned" autos is required if the Contractor owns or leases a vehicle for operation under the contract. If the Contractor does not own or lease any vehicles in conjunction with the performance of the contract, the auto liability at the stated limit with coverage symbols 8 and 9 will be acceptable.

3. Worker's Compensation and Employers Liability: For all Contractors employing one or more individuals, Contractor will provide Worker's Compensation and Employers Liability coverage. Either of the following means of coverage will be acceptable: a) Insurance policy purchased through an acceptable insurance company as indicated below; or, b) reserve fund for self-insurance with a certificate of self-insurance issued by the Department of Employment and Training, Office of Worker's Compensation.

Contractor shall furnish the OYD with certificates of insurance documenting coverage required by this clause. The certificates for each insurance policy are to be signed by persons authorized by insurer to bind coverage as outlined on forms provided by the OYD or on industry standard ACORD forms. These certificates are to be forwarded to the OYD for review and approval within thirty (30) days of each policy renewal. The OYD reserves the right to require complete, certified copies of all required insurance policies, at any time. The Contractor agrees that coverage specified herein shall not be suspended, voided, cancelled or reduced in coverage or in limits and that if such occurs written notice by certified mail to the Office of Youth Development will be immediately provided and alternate coverage specified.

Contractor's insurance coverage shall be with companies either admitted (licensed) or approved (surplus) to do business in the State in accordance with Louisiana Department of Insurance requirements.

These are minimum requirements. OYD has the right to set higher limits or require additional coverage through stipulation in the body of the contract.

Rev. 9/96

**ATTACHMENT 4**

**DISCLOSURE OF OWNERSHIP  
SECRETARY OF STATE  
FORM #320**

**Instructions:**

- ◆ This form is to be used when an existing corporation intends to contract with the state. This requirement does not apply to nonprofit corporations organized on a non-stock basis, any agreement entered between the state and a corporation for electric or gas service, publicly traded corporations, or state chartered banks
- ◆ You will receive a copy marked Received and filed by the Secretary of State. You may furnish a photostatic copy of the filed form to the appropriate state agency.

**This form must be completed and filed with the  
Secretary of State, Corporations Division,  
unless you meet one of the following exemptions:**

- ☐ **PRIVATE, NON-PROFIT CORPORATION**
- ☐ **SOLE PROPRIETORSHIP CORPORATION**
- ☐ **LIMITED LIABILITY CORPORATION (LLC)**

To file a Disclosure of Ownership with the Louisiana Secretary of State, you must complete the attached Form 320, enclose \$20.00 filing fee payable to the Secretary of State and mail to the Corporations Division, P. O. Box 94125, Baton Rouge, LA 70804-9125.

The phone number for further information is 225-925-4704

**ATTACHMENT 5  
PROGRAM BUDGET**

DESCRIPTION	ANNUAL BUDGET	Administrative	Programmatic
<b>SALARIES &amp; FRINGES:</b>			
Personnel Salaries *			
Fringe Benefits			
Total Salaries & Fringes			
<b>PERSONNEL TRAVEL:</b>			
Transportation			
Conferences			
Training			
Total Personnel Travel			
<b>OPERATING SERVICES:</b>			
Printing			
Insurance			
Maintenance – Auto			
Maintenance – Building			
Maintenance - Other *			
Rental – Building			
Rental - Other *			
Dues & Subscriptions			
Postage			
Telephone			
Utilities			
Auditing/Accounting			
Total Operating Services			
<b>OPERATING SUPPLIES:</b>			
Office Supplies			
Medical Supplies			
Food			
Automotive Supplies			
Maintenance Supplies			
Janitorial Supplies			
Laundry Supplies			
Dietary Supplies			
Youth/Offender Personal			
Total Operating Supplies			
<b>PROFESSIONAL SERVICES:</b>			
Accounting & Auditing			
Medical			
Consulting *			
Legal *			
Other *			
Total Professional			
<b>ACQUISITIONS:</b>			
Buildings *			
Auto *			
Equipment *			
Other *			
Total Acquisitions			
Other			
Interest Expense *			
Miscellaneous Expenses *			
Total Other			
<b>TOTAL BUDGET</b>			

\* EXPLANATION OF THESE LINE ITEMS MUST BE ATTACHED TO THE BUDGET FORMAT. POSITIONS AND SALARIES FOR EACH POSITION MUST BE ATTACHED.

## ATTACHMENT 6

### COST PROPOSAL

This sheet is a **MANDATORY** requirement of the Request for Proposal and must be signed by the person authorized to bind the proposing organization as indicated in the Board Resolution (Attachment 1) in order to be considered. Proposer may offer a different per diem for each Community Intervention Program or a different per diem for each Region. Separate proposals must be submitted for each work statement.

<i>COMMUNITY INTERVENTION PROGRAM</i>	<i>PROGRAM</i>	<i>SLOTS</i>	<i>REGION</i>	<i>PER DIEM</i>
1	Residential Services	18-21 Male Beds 10 Female Beds	Statewide	
2	Day Program Services/Enhanced Supervision/Extended Services	35-40 Slots 40-46 Slots	Lakes Charles Shreveport	

I understand that if I am awarded a contract agreement as a result of this proposal, I will be required to provide these services at the above quoted rate for the first three years of the contract and the Office of Youth Development reserves the right to renegotiate the per diem if the option to renew is exercised. The renegotiation is at the option of the Office of Youth Development and the rate of increase for each year of the renewal shall not exceed the average of the change in the Consumer Price Index during the initial three year contract.

\_\_\_\_\_  
Proposer's Signature

\_\_\_\_\_  
Date